COTTON CHATS

DRAPER COMPANY, HOPEDALE, MASS.

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NO. 110. DECEMBER, 1911.

Our New Office.

OUR NEW OFFICE BUILDING

illustrated on first page was so far completed that we took possession on October sixteenth. The building is located directly across the street from the old office. Its inside measurements are two hundred and forty feet in length by one hundred feet in width; there is a vault in addition measuring forty feet square inside. The building includes all the available frontage between the two streets at the north and south ends. It is constructed of red brick with terra cotta trimmings and Milford granite underpinning. The interior is finished in white oak in the natural color of the wood.

The main office which contains our entire clerical force, occupies the full length of the building and is two hundred and forty by sixty-four feet, and twenty-two feet high. The various departments are grouped through the room; the typewriters are all at one end; then follow the order department; shipping; purchasing department; telephones; central administration, payroll and book-keeping; with others not classified where they can work to best advantage. At the main entrance there is a lobby twenty-four by fifty feet. The cashier and other clerks are located at the openings in the screen about this space.

Across the front of the building are the private offices, directors' room and reception room, ten in number; these rooms are about twenty by twenty-two feet each and twelve feet in height, leaving an open room, or balcony above, connecting with the upper part of the main office, which adds to the light and ventilation and is available for working space or storage in the future. On this floor are also two additional private offices.

From the balcony a good view of the main office may be obtained. The interior view taken from south end of the office gives an approximate idea of the large room under business conditions. About ten feet are omitted in the foreground to make working space for the camera.

In the lower story or basement, there is a room, forty by thirty-two feet, for our salesmen. The remainder of this floor includes toilet room; coat room; mail room for heavy work; several storage rooms; headquarters for janitor; electrical room; heating and ventilating rooms, etc. There is also a full sized space in the vault on this floor.

Leading from the center of basement is a stairway to the subway which connects under the street with

the nearest of our shop buildings. Parallel with this passage is an additional subway for steam and other pipes, wiring, etc.

An electric passenger elevator runs between the main floor and subway level.

The interior finish and walls are light in color and all the desks, files, etc., which were made specially, are of quartered white oak in the natural color of the wood. The main office is lighted by windows on the side and both ends and in addition there are large skylights over the center of the building with prism glass at the ceiling level to distribute the light.

The electrical lighting consists of groups of lamps overhead to give a general light in the room and special fixtures with reflectors at each desk to throw light directly on the work. The heating is all indirect with fans to give positive delivery of the necessary amount of warm air. Ventilation is made equally certain by other fans to remove the foul air.

The coat room is equipped with the most improved expanded metal lockers.

Under advice of our architect and special sanitary engineers we have as far as possible provided apparatus and construction to secure the best working conditions as to light, heat, ventilation and general equipment for the comfort as well as the convenience of our men.

A COMPARISON

with what was the new office in 1880 gives an idea of the growth of our business. The office of 1880 was forty-four by forty-four feet, or four feet larger each way than **the vault** of the office of 1911. In 1880 the office force consisted of **six men** as compared with **ninety** in 1911.

Interior View of Our Office.

In closing we extend a cordial invitation to all to call and see us at the new office; we also wish our readers

A HAPPY AND PROSPEROUS NEW YEAR.